

*MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION (DNRC)
AND MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION (MUCFA)*



2006 Urban Forestry Grant Overview & Application



*The Montana Urban Forestry Program is made possible through a grant from the
USDA Forest Service.*



*Montana Department of Natural Resources and Conservation (DNRC)
2006 Urban Forestry Grant Program*

PROGRAM OVERVIEW

PROGRAM ADMINISTRATOR	<i>Montana DNRC, in cooperation with the USDA–Forest Service and Montana Urban and Community Forestry Association.</i>
FUNDS AVAILABLE	<i>\$15,000 available with the maximum grant request of \$2000. Grant funds will be distributed on a reimbursement basis.</i>
GRANT REQUIREMENTS	<i>100% by applicant.</i>
ELIGIBLE APPLICANTS	<i>Montana cities, towns, counties, and tribal governments interested in conducting an urban tree/vegetation inventory; writing an urban forest management plan based upon a tree inventory and/or writing a city/county approved tree ordinance. First time grant applicants must have or agree to form a tree committee/board with a program work plan during the grant project period. Second time grant applicants must have a city or county approved tree or vegetation ordinance or have the ordinance preliminarily approved by their municipal body by the end of the grant cycle.</i>
APPLICATION LIMITATION	<i>One grant application per community per calendar year.</i>
APPLICATION DEADLINE	<i>Applications are available online at: http://dnrc.mt.gov/forestry/ Please submit the original application and two copies by February 1, 2006. Applications received after this date will not be accepted. If application is submitted by FAX, a hard-copy original must be received by February 3, 2006.</i>
NOTIFICATION DATE	<i>Mid February 2006.</i>
PROJECT COMPLETION	<i>On or before June 30, 2006 (grant extensions will be given on an individual basis).</i>
FOR ADDITIONAL INFORMATION CONTACT	<i>Kelley Gundale, Urban Forestry Coordinator Montana DNRC 2705 Spurgin Road Missoula, Montana 59804-3199 Telephone: 542-4284 Fax: 542-4203 Email: kgundale@mt.gov</i>

PROGRAM PURPOSE

Grants are available to Montana cities, towns, counties, and tribal governments interested in conducting an urban tree inventory; writing an urban forest management plan based upon a tree inventory; and/or writing a tree/vegetation ordinance.

PROJECT COSTS: REIMBURSABLES

Supplies & Materials: Cost of purchasing appropriate supplies and materials to complete the project.

Educational Workshop: Cost associated with attending or providing education related to tree inventories, writing urban forest management plans or drafting a tree ordinance. Items may include workshop registration fees, facility and equipment rental, lodging, speaker costs and transportation for municipal and/or volunteer participants.

Professional Services: Cost related to hiring a forestry, landscape design, planning consultant and/or other professional consultant for this project.

PROJECT COSTS: APPLICANT CASH (NON-REIMBURSABLE)

City Personnel/ Equipment: Regular personnel costs for city employees and equipment for work on the project. However, these costs can only be used to demonstrate local contribution and are not reimbursable.

Any cash spent on the items listed above that are not being sought for reimbursement through this grant.

PROJECT COSTS: DONATED/IN-KIND (NON-REIMBURSABLE)

Value of donated materials or services directly related to the project.

Value of volunteer time in completing the project.

PROJECT COSTS: NON-REIMBURSEABLE

Capital Outlay having a cost greater than \$500.

Any expenses being reimbursed by—or used as match for—another federal grant project.

PLEASE NOTE

First time grant applicants (Arbor Day grant applications not included) must have or agree to form a tree committee/board with a program work plan during the grant project period. Documentation with member names, contact information, meeting dates and activities will be required prior to grant reimbursement.

Second time grant applicants (Arbor Day grant applications not included) must have a city or county approved tree or vegetation ordinance by June 30, 2006. Documentation will be required prior to grant reimbursement.

Information about developing these documents and sample documents can be obtained from the Urban Forestry Specialist in your area (See page 4 of this overview).

Please submit the original completed application and **two** copies by no later than February 1, 2006 to the following address:

Urban Forestry Coordinator
Montana DNRC, 2705 Spurgin Road
Missoula, Montana 59804-3199
Or send by FAX to (406) 542-4203

If application is submitted by FAX, a hard-copy original and **two** copies must be received by February 3, 2006.

Failure to submit a completed application will result in disqualification.

SELECTION PROCESS

Applications will be reviewed and ranked by a committee composed of the Urban Forestry Coordinator or designated representative and members of the Montana Urban and Community Forestry Association. The funding recommendations of this committee will be presented to the State Forester for approval. Applicants should be notified of their award status in mid-February 2006.

One of the measures of success for this program is the leveraging of local support (cash and donated services). It is important that the applicant indicate **all** anticipated project expenses (grant funds requested, local cash, donated services and in-kind contributions) required to successfully complete the program development project as described in their project application budget.

REVIEW AND COMPLIANCE

Project grant funds will be distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid and proof of payment is provided. Additionally, documentation of a formal tree committee/board and/or passed ordinance are also required.

Project expenses for which you will seek reimbursement must be incurred between the award date and June 30, 2006.

Reimbursement requests may be submitted at the completion of the project. A narrative report summarizing the status/outcome of the project must be included with each request for reimbursement.

Reimbursement will not be made until the entire project is completed and approved by Montana DNRC.

Following the awarding of grants, Montana DNRC may conduct periodic project inspections and a final project audit to assure compliance with project Grant Agreement.

Please provide before and after photos (if applicable) when available.

For specific project questions, please contact the Urban Forestry Specialist in your area.

Western Region Community Forestry Specialist

Mark Lennon

Polson, MT

Telephone: 406-883-5599

Email: mlennon@mt.gov

Counties include: Beaverhead, Blaine, Broadwater, Cascade, Chouteau, Deer Lodge, Flathead, Gallatin, Glacier, Granite, Hill, Jefferson, Judith Basin, Lake, Lewis and Clark, Liberty, Lincoln, Madison, Meagher, Mineral, Missoula, Park, Pondera, Powell, Ravalli, Sanders, Silver Bow, Teton, and Toole

Eastern Region Community Forestry Specialist (interim)

Kelley Gundale

Missoula, MT

Telephone: 406-542-4284

Email: kgundale@mt.gov

Counties include: Big Horn, Carbon, Carter, Custer, Daniels, Dawson, Fallon, Fergus, Garfield, Golden Valley, McCone, Musselshell, Petroleum, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Stillwater, Sweet Grass, Treasure, Valley, Wheatland, Wibaux, and Yellowstone.

Montana Department of Natural Resources and Conservation (DNRC)
2006 Urban Forestry Grant Application

<i>COMMUNITY</i>	<i>FEDERAL TAX ID NUMBER</i>		
<i>COMMUNITY ADDRESS</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>CONTACT (person to which documents will be sent)</i>	<i>TITLE</i>		
<i>ADDRESS (if same as above, please leave blank)</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>PHONE (DAYTIME)</i>	<i>FAX</i>	<i>EMAIL</i>	
<i>TOTAL REQUEST AMOUNT (maximum request \$2000)</i>	<i>TREE CITY USA in 2005?</i>		

Below are the Project Narrative questions. Please use this document as the cover sheet and include separate paper for the answers. You may use the Budget Calculation sheets as provided. This document must be signed and dated. Please answer clearly and concisely. Please be sure to include all required attachments. Failure to do so will result in disqualification.

PROJECT NARRATIVE

1. PROJECT DESCRIPTION: Describe your project and clearly outline its purpose and goals.
2. DEVELOPING AN URBAN FORESTRY PROGRAM: How will this project help your community develop or improve a sustainable urban forestry program?
3. PROJECT JUSTIFICATION: How will this project provide a positive impact on the community? What community needs will be met?
4. PROJECT PERSONNEL: Who will supervise and carry out the project? Please include name, title/qualification, project role, and level of involvement.
5. DO YOU PLAN TO USE VOLUNTEERS? If so, how many will be involved? Please include the number of adults and youth. What will they do?
6. PROJECT WORK PLAN AND SCHEDULE: Describe your plan of work and schedule for completing each activity including the project activity and timetable for completion with start and finish dates. Projects must be completed by June 30, 2006.
7. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE BOARD/COMMITTEE? If so, please provide information including member names, title/qualification (i.e., community official, private citizen, natural resource professional). Please note: the terms of the grant **require** that first time grant applicants form a tree board/committee during the grant cycle.
8. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE OR VEGETATION ORDINANCE? If so, please provide a copy with this document. Please note: the terms of the grant **require** that second time grant applicants must complete a city/county approved tree/vegetation ordinance by the end of the grant cycle.

I certify that the community/organization listed above has the approval of the local government to conduct this project.

CONTACT (SIGNATURE): _____

CITY/TOWN/COUNTY OFFICIAL (NAME AND TITLE): _____

CITY/TOWN/COUNTY OFFICIAL (SIGNATURE): _____

BUDGET CALCULATION FORM

<i>PROJECT EXPENSES</i>	<i>QUANTITY/HOURLY RATE OR PIECE RATE</i>	<i>GRANT FUNDS REQUESTED (A) ***</i>	<i>APPLICANT CASH (B)</i>	<i>DONATED AND IN-KIND (C)</i>	<i>TOTAL</i>
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
<i>***Requested grant funds cannot be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.</i>					
TOTAL PERSONNEL EXPENSES					
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
TOTAL OPERATING EXPENSES					
CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)					
TOTAL CONTRACTED SERVICES					
TOTAL PROJECT EXPENDITURES					

NOTE: TRANSFER TOTAL PROJECT EXPENDITURES – FOR EACH CATEGORY OF EXPENSES (PERSONNEL, OPERATING, CONTRACTED SERVICES) – TO THE PROJECT BUDGET ESTIMATE PAGE OF THE GRANT APPLICATION.

IMPORTANT NOTE:

ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH RECEIPTS TO BE APPLIED TO 50:50 MATCH.

FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.

BUDGET CALCULATION ESTIMATES

PROJECT EXPENSES	GRANT FUNDS REQUESTED (A) *	APPLICANT CASH (B)	DONATED AND/OR IN-KIND (C)	TOTAL
PERSONNEL <i>(SALARIES/WAGES/BENEFITS)</i>	\$	\$	\$	\$
OPERATING EXPENDITURES <i>(TRAVEL, SUPPLIES, RENTALS, ETC.)</i>	\$	\$	\$	\$
CONTRACTED PROFESSIONAL SERVICES <i>(NEEDS PRIOR APPROVAL)</i>	\$	\$	\$	\$
TOTAL PROJECT EXPENDITURES	\$	\$	\$	\$

**Requested grant funds cannot be used for regular personnel costs of city employees or cost of using city equipment.*

A DOES THE AMOUNT IN COLUMNS (B) AND (C) ACCOUNT FOR AT LEAST A 50:50 MATCH?

YES _____ NO _____

PLEASE VERIFY

Make sure to complete the Budget Calculation Form on the previous page, which gives a detailed breakdown for costs used to derive the above stated Project Calculation Estimates. A completed Sample form is available in this grant packet to illustrate the requirement.

If your application is selected for funding, project funds will be distributed on a reimbursement basis. Project expenses for which you seek reimbursement must be incurred between the award date and June 30, 2006.

SAMPLE BUDGET CALCULATION FORM

<i>PROJECT EXPENSES</i>	<i>QUANTITY/HOURLY RATE</i>	<i>GRANT FUNDS REQUESTED (A) ***</i>	<i>APPLICANT CASH (B)</i>	<i>DONATED AND IN-KIND (C)</i>	<i>TOTAL</i>
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
<i>***Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.</i>					
<i>Student Forester</i>	<i>320 hours @ 7.00 per hour</i>	<i>\$2240</i>	<i>-</i>	<i>-</i>	<i>\$2240</i>
<i>Park Superintendent</i>	<i>32 hours @ 18.00 per hour</i>	<i>-</i>	<i>\$576</i>	<i>-</i>	<i>\$576</i>
<i>Tree Committee</i>	<i>12 meetings @ \$120 per meeting</i>	<i>-</i>	<i>-</i>	<i>\$1440</i>	<i>\$1440</i>
<i>Sheriff Crew</i>	<i>10 inmates for 32 hours @ 5.15 per hour</i>	<i>-</i>	<i>-</i>	<i>\$1648</i>	<i>\$1648</i>
TOTAL PERSONNEL EXPENSES		\$2240	\$576	\$3088	\$5904.00
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
<i>Mileage – city pick up truck</i>	<i>2000 miles @ .345 per mile</i>	<i>-</i>	<i>\$690</i>	<i>-</i>	<i>\$690</i>
<i>Purchase of diameter tape</i>		<i>-</i>	<i>\$32</i>	<i>-</i>	<i>\$32</i>
<i>Purchase of soil probe</i>		<i>-</i>	<i>\$65</i>	<i>-</i>	<i>\$65</i>
<i>Irrigation system parts</i>		<i>-</i>	<i>\$347</i>	<i>-</i>	<i>\$347</i>
<i>Mulch</i>	<i>10 cubic yards @ 8.95 per yard</i>	<i>-</i>	<i>\$89.50</i>	<i>-</i>	<i>\$89.50</i>
<i>Attendance at pruning workshop</i>	<i>3 employees at \$50 each</i>	<i>-</i>	<i>\$150</i>	<i>-</i>	<i>\$150</i>
<i>Purchase of trees from Smith Nursery</i>	<i>6 trees @ \$100 each</i>	<i>-</i>	<i>-</i>	<i>\$600</i>	<i>\$600</i>
<i>ABC Construction (backhoe rental to dig holes)</i>	<i>2 hours @ \$25 per hour</i>	<i>-</i>	<i>-</i>	<i>\$50</i>	<i>\$50</i>
<i>Trees from American Legion</i>	<i>6 trees @ \$100 each</i>	<i>-</i>	<i>-</i>	<i>\$600</i>	<i>\$600</i>
<i>Johnson Excavating (backhoe rental to dig holes)</i>	<i>2 hours @ \$37.00 per hour</i>	<i>-</i>	<i>-</i>	<i>\$111</i>	
TOTAL OPERATING EXPENSES		\$0	\$1373.50	\$1361	\$2734.50
CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)					
<i>Consultant (to train student forester)</i>	<i>100 hours @ \$20 per hour</i>	<i>\$1760</i>	<i>\$240</i>	<i>-</i>	<i>\$2000.00</i>
TOTAL CONTRACTED SERVICES		\$1760	\$240	-	\$2000.00
TOTAL PROJECT EXPENDITURES		\$4000	\$2189.50	\$4449	\$10,638.50

NOTE: TRANSFER TOTAL PROJECT EXPENDITURES – FOR EACH CATEGORY OF EXPENSES (PERSONNEL, OPERATING, CONTRACTED SERVICES) – TO THE PROJECT BUDGET ESTIMATE PAGE OF THE GRANT APPLICATION.

IMPORTANT NOTE:

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FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.

BUDGET CALCULATION ESTIMATES

PROJECT EXPENSES	GRANT FUNDS REQUESTED (A) *	APPLICANT CASH (B)	DONATED AND/OR IN-KIND (C)	TOTAL
PERSONNEL <i>(SALARIES/WAGES/BENEFITS)</i>	\$ 2240.00	\$ 576.00	\$ 3088.00	\$ 5904.00
OPERATING EXPENDITURES <i>(TRAVEL, SUPPLIES, RENTALS, ETC.)</i>	\$ 0.00	\$ 1373.50	\$ 1361.00	\$ 2734.50
CONTRACTED PROFESSIONAL SERVICES <i>(NEEDS PRIOR APPROVAL)</i>	\$ 1760.00	\$ 240.00	\$ 0.00	\$ 2000.00
TOTAL PROJECT EXPENDITURES	\$ 4000.00	\$ 2189.50	\$ 4449.00	\$ 10638.50

**Requested grant funds cannot be used for regular personnel costs of city employees or cost of using city equipment.*

A DOES THE AMOUNT IN COLUMNS (B) AND (C) ACCOUNT FOR AT LEAST A 50:50 MATCH?

YES X NO _____

If your application is selected for funding, project funds will be distributed on a reimbursement basis. Project expenses for which you seek reimbursement must be incurred between the award date and June 30, 2006.